



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
NATIONAL MEAT INSPECTION SERVICE

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21 February 2007

Memorandum Circular No. 3-2007-8

Subject: **IMPLEMENTING GUIDELINES AND PROCEDURE IN THE
ACCREDITATION OF MEAT EXPORTERS AND TRADERS**

Pursuant to Administrative Order No. 1 Series of 2007 issued by Secretary Arthur C. Yap on January 3, 2007 and after its publication at UP Law Center, the following guideline is hereby issued for the guidance of all concerned.

Section I. SCOPE

This Order shall apply to any person, company or entity involved in the business of exporting meat and meat products.

Section II. CLASSIFICATION OF EXPORTERS:

1. Direct Exporter - a person, company or entity who is engaged in direct export of its meat produce and duly accredited as such by the NMIS
2. Trader / Consolidator – a person, company or entity engaged in trading of meat and meat products, duly authorized by NMIS accredited exporter and accredited as such by NMIS and other concerned government agency.

Section III. LICENSING, REGISTRATION AND ACCREDITATION PROCEDURES

1. Application for Licensing, Registration and accreditation (LRA)

Prospective meat exporters shall submit the following documents to the NMIS Regional Office covering their area:

- a. For Direct Exporter:
 - i. Letter of Intent addressed to the Regional Technical Director



- ii. Notarized accomplished Application Form with attached passport size colored photo (Annex "A")
- iii. Business Permit or Mayor's Permit (certified true copy)
- iv. DTI or SEC Registration (certified true copy)
- v. Certificate of Accreditation from NMIS (Xerox copy)
- vi. Contract with NMIS Accredited Cold Storage (certified true copy)
- vii. Contract with dry warehouse (certified true copy)

b. For Trader / Consolidator

- j. Letter of Intent addressed to the Regional Technical Director
- ii. Notarized accomplished Application Form with attached passport size colored photo (Annex "A")
- iii. Business Permit or Mayor's Permit (certified true copy)
- iv. DTI or SEC Registration (certified true copy)
- v. Notarized certification from the source / company allowing them to trade / export their products.
- vi. Contract with Accredited Cold Storage (certified true copy)
- vii. Contract with dry warehouse (certified true copy)

2. Endorsement of the Application for LRA

- a. The NMIS Regional Technical Director shall review and endorse the accomplished application and requirements to the NMIS Executive Director for approval through the Meat Import-Export Assistance and Inspection Division (MIEAID).
- b. The MIEAID shall validate the application and documents for compliance and make recommendation thereto.

3. Issuance and Release of Certificate of LRA

- a. MIEAID shall process the issuance of the Certificate of Accreditation for final approval of the same by the Executive Director
- b. Certificate of Accreditation shall be assigned with a code number and year of issuance to identify the type of exporter
 - i. Direct Exporter – **LRA-DE-no. & year**
 - ii. Trader / Consolidator – **LRA-TC-no. & year**
- c. Only the Executive Director is authorized to sign and approve the Certificate of Accreditation.
- d. The approved LRA shall be forwarded to the Regional Office for proper release and documentation.
- e. The amount of Two Thousand Pesos (P2,000.00) shall be collected from the applicant prior to release of the LRA.



4. Validity of LRA


The certificate shall be valid for two (2) years reckoned from the date of issuance

Section IV. PENALTIES AND SANCTIONS

Any violation of this Order shall be subject to imposition of Administrative fines, suspension or revocation of LRA.

Section V. REPEALING CLAUSE

All existing Orders, Rules and Regulations inconsistent with this Order are hereby modified, revoked or repealed accordingly.


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OIC, Office of the Executive Director